

Personnel Procedures

ASSIGNMENT AND DUTY STATUS

CAPR 35-1, 1 December 1994, is supplemented as follows:

1d(1). Added. Group commander appointments are recommended by the Wing Vice Commander and are approved by the Wing Commander. Squadron or flight commander appointments are recommended by the group commander and are approved by the Wing Vice Commander. A group, squadron or flight commander can only be removed by the respective approval authority listed in this paragraph or a commander above the approval authority in the chain of command.

1.d.(2). Added. Group and squadron command positions, Wing Vice Commander, Wing Chiefs of Staff and department director positions will initially be assigned for a interim of six-months. This period allows time for the appointee to become familiar with the position and for a supervisory evaluation to determine the appointee's suitability to the position. Appointments become permanent at the end of the interim period (subject to any regulatory limits).

1.d.(3). Added. If the appointee or the appointing authority wish to terminate the appointment at the end of the interim period, the Wing Director of Personnel will be notified in writing at least 15 days prior to the expiration of the interim period. If a spot promotion was received upon appointment, the member reverts to the grade held prior to the appointment. The Wing Director of Personnel will initiate a CAPF 2 to effect the reduction in grade.

3a. Added. When a change of a unit commander is necessary, the following actions will be completed:

(1) The incoming unit commander will submit a completed CAPF 27 to the Wing Vice Commander.

(2) The Group Commander (Wing Vice Commander for Group Commander changes) will submit a CAPF 2a (including a Transfer of Accountability statement in the Remarks section) to the Wing Vice Commander. The Transfer of Accountability statement will read as follows:

We certify that there has been a proper accounting of all unit funds. We also certify that any real property (land and buildings) has been properly transferred and equipment and supplies inventoried and transferred as evidence by CAP Forms 37.

Signature of Outgoing Commander

Signature of Incoming Commander

(3) The Wing Director of Personnel will prepare a Personnel Authorization.

continued ...

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OPR: CV

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3b. Added. Unit commanders will submit a Unit Manning List, MN WG Form 4a (or a computer list that contains the information and certification on the MNWG Form 4a) annually on 1 July. Minnesota Wing/DA will maintain the Unit Manning Lists for reference by the Wing staff.

///signed///

DALE E. HOIUM, Col, CAP
Commander

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